

PLACER COUNTY BUILDING DEPARTMENT



HOW TO GET A RESIDENTIAL BUILDING PERMIT?

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HOW TO GET A RESIDENTIAL BUILDING PERMIT*

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LAND DEVELOPMENT PHONE DIRECTORY

**OFFICE HOURS TO THE PUBLIC: 8:00 A.M. TO 5:00 P.M.
BUILDING PERMITS ISSUED/PLANS ACCEPTED: 8:00 A.M. TO 4:30 P.M.
(TAHOE OFFICES LOCATED AT 565 WEST LAKE BLVD, TAHOE CITY)**

BUILDING DEPARTMENT

11424 "B" Avenue, Auburn
www.placer.ca.gov/building/

General Questions 530-889-7487
Inspection Requests (530) 889-7491

Tahoe General Questions (530) 581-6200
Tahoe Inspection Requests (530) 581-6205

PLANNING DEPARTMENT

11414 "B" Avenue, Auburn

General Questions (including below) (530) 889-7470

Tahoe Office (530) 581-6200

Zoning, Property Line Setbacks, Variances, Buildings allowed, Conditional Use Permits, Business Licenses, Second Residential Units/Granny Flats, Temporary Mobilehomes, etc.

PUBLIC WORKS DEPARTMENT Special Districts

11434 "B" Avenue, Auburn

General Questions..... (530) 889-7500
Sewer, road encroachment, flood zone, grading, traffic fees, drainage, etc.

Tahoe Office - Sewer..... (530) 562-0669
Tahoe Office - Encroachment (530) 581-6220

ENVIRONMENTAL HEALTH

11454 "B" Avenue, Auburn

Septic & Well Permits, General Questions (530) 889-7335

Tahoe Office (530) 581-6240

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GENERAL INFORMATION

This is a general review of the procedures and requirements for obtaining a building permit for a single family dwelling in Placer County. Contact the Building Department for information on additions or other supplemental permits. Plan approximately 3 to 6 weeks for your project. In the Tahoe Basin, permit issuance is subject to the rules and regulations of the Tahoe Regional Planning Agency (TRPA). Please contact the Tahoe Building Department.

BUILDING CODES ENFORCED

Placer County currently enforces the 1997 editions of the Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Fire Code, and the 1996 National Electric Code. Local regulations as contained in Chapter 4 of the Placer County Code, as well as pertinent requirements of State law, are also enforced. Copies of these codes are available for review at the Building Department. **Please contact the Building Department for the codes in effect prior to starting your design.**

APPLICATION FILING FEES

Fees for all permits are based upon the level of service, or work, required to process, evaluate and/or inspect your project. You should contact the land development departments (Planning, Building, Public Works, and Environmental Health) to get current fees.

SCHOOL/FIRE FEES

All additions or conversions to habitable space over 500 sq. ft. and new residences will require payment of a State mandated school developer fee. Contact your local districts regarding their current fee. A certificate from your local elementary and high school district is required by the Building Department prior to permit issuance.

At the present time, most fire districts require fees paid prior to permit issuance for any square footage over 500 feet (including garage/storage, basement-any enclosed area). Some of the Districts may require plans and/or a site evaluation. Check with the Building Department to determine if these fees apply to your parcel.

PUBLIC UTILITIES

Contact your utility company at the time you apply for your permit in order to prevent delays in connection of service at final inspection. Most applicants are served by Pacific Gas and Electric, however, some areas in southern Placer County are served by Sacramento Municipal Utility District.

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AN OVERVIEW OF THE AUBURN OFFICE BUILDING PERMIT PROCESS:

1. You will be given a plan check application form and a departmental routing sheet to complete. Take the plans with three plot plans, and the routing sheet to the Planning Department for their review of zoning and property line setback requirements, building height, footprint coverage, tree permit requirements and major flood zones. **(Architectural review approval on any construction being done in Los Lagos and Treelake and other applicable subdivisions. Planning can tell you if your subdivision requires architectural approval.)**
2. Once Planning approval has been obtained, **return to the Building Department where you will submit your plans and pay the plan check fees.** Then you will be sent to Public Works-Special Districts & Environmental Health.
3. **Special Districts** will determine any requirements regarding sewer, encroachment, and grading permits; traffic mitigation fees, and flood zone review. You may pay any applicable fees at this time or when the building permit is ready to be issued.
4. **Environmental Health** will determine any requirements they may have regarding the sewage system and/or water system. If you plan to use an on-site disposal system, and/or a private well, you will be required to complete the appropriate applications and pay the permit fees at this time. They will accept the plot plans and routing sheet for their review.
5. Once the plans have been approved by the Building Department and the approval from all applicable departments have been obtained, you will be notified that your building permit is ready to be issued. At that time you will need to pay any school and/or fire fees as well as any other fees that have not been paid (sewer, traffic, encroachment, etc.) These are paid to the applicable department prior to permit issuance.

BUILDING PLANS - SUBMITTAL REQUIREMENTS

You are required to submit to the Building Department two (2) full sets of your construction plans complete with three (3) plot plans, and one (1) additional floor plan. The plans must be drawn to an acceptable scale and clearly indicate the location, nature and scope of all work proposed. All plans must be legible and must be signed by the responsible person. California's 1974 Architectural Practices Act requires that all plans submitted for plan check be "wet" signed by the maker. Original "wet" signatures are required on all pages of plans and calculations prepared by a licensed architect or engineer.

Energy standards, as required by the California Energy Commission, place major responsibility on the designer/draftsman to provide adequate information on the plans to insure the building complies with State energy requirements. Engineers, architects, building designers shall provide the appropriate documentation required by the California Energy Commission. Placer County is located in Climate Zone 11 (southwesterly portion of the County) and Climate Zone 16 (northeasterly portion of the County). Additional information may be obtained by contacting the California Energy Commission. (<http://www.energy.ca.gov/title24>)

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NOTE: SNOW LOAD AREAS MAY HAVE ADDITIONAL REQUIREMENTS. CHECK AT BUILDING DEPARTMENT FOR YOUR ELEVATION PRIOR TO SUBMITTAL OF PLANS TO AVOID DELAYS.

The following pages are the minimum requirements for plan submittal.

REVERSED PLANS NOT ACCEPTED

PLANS WILL NOT BE ACCEPTED IF ANY PLAN VIEW TYPE SHEETS (EXCEPT PLOT PLAN) ARE DRAWN AT DIFFERENT SCALES OR IF PLANS ARE UNREADABLE

PLAN REQUIREMENTS:

- 1. PLOT PLAN AND FIRE SAFE DRIVEWAYS – See previous sheets**
- 2. FOUNDATION PLAN REQUIREMENTS (1/4" = 1' SCALE):**
 - a. North arrow.
 - b. Location, size and depth of footings.
 - c. Size, spacing and direction of girders, joists and columns.
 - d. Type of sub-flooring.
 - e. Location of underfloor vents and access.
 - f. Bolt and rebar location.
 - g. Connection hardware.
 - g. Engineering requirements Re: hold-downs, straps, shear wall grid, shear wall length, anchor bolt spacing, etc.
- 3. FLOOR PLAN (1/4" = 1' SCALE):**
 - a. North arrow.
 - b. Door and window location and sizes, type of window (i.e., slides, double hung) and glazing (single glaze (non-living only), dual glaze, tempered, etc.).
 - c. Plumbing fixture layout, including clothes dryer and washer.
 - d. Electrical layout and size of service or provide a separate electrical plan (1/4" = 1' scale).
 - e. Location, type and size of heating system; efficiency rating; must be CEC approved.
 - f. Location and type of water heater (must comply with CEC regulations).
 - g. Direction of ceiling joist.
 - h. Engineering requirements Re: hold-downs, straps, shear wall grid, shear wall length, special framing requirements, etc.
 - i. Clothes dryer vent location.
- 4. ELEVATIONS:**
 - a. Slope of property in relation to structure.
 - b. Exterior wall coverings, doors and windows.
 - c. Roof pitch and material (minimum allowable roofing assembly is Class B.)
 - d. Chimney clearances and spark arresters.
- 5. FRAMING DETAIL CROSS SECTION (3/8" or 1/2" = 1' SCALE RECOMMENDED BUT NOT LESS THAN 1/4" = 1'):**
 - a. Roof, floor and wall detail, joists, rafters, studs, purlins, and struts, siding, roof and floor sheathing and interior finish.
 - b. Method of bracing.

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- c. Material sizes and specifications.
 - d. Location of required hardware re: straps - clips, etc.
 - e. Type, location and "R" value of insulation.
 - f. Clearances – grade to framing members and finish floor to ceiling.
- 6. ROOF PLAN AND/OR SECOND FLOOR PLAN (1/4" = 1' SCALE):**
- a. Overview of roof layout showing rafter, ceiling joist or truss locations including spacing and sizes of materials, hips and valleys.
 - b. If trusses, they must be designed, and drawings stamped and signed by an architect, civil engineer or structural engineer registered by the State of California. Such design, with analysis, should be included with the plans when submitted for plan check to insure no delay once plans received.
 - c. If trusses are used, submit calculations keyed to roof plan.
 - d. Show all roof supports, headers, beams and bearing walls.
 - e. Attic ventilation requirements.
 - f. Connection hardware.
- 7. TITLE 24 ENERGY CALCULATIONS:**
- a. Calculations must be signed by the owner and preparer.
- 8. ENGINEERED PLANS (WHERE APPLICABLE)**
- a. Engineered plans and calculations must be “wet” stamped and signed.
 - b. Lateral design requires shear transfer details.

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SUMMARY

1. Know your ASSESSOR'S PARCEL NUMBER (it is on your tax bill).
2. Building permits are obtained from the Building Department with appropriate clearances from Planning, Public Works, and Environmental Health.
3. What you will need to submit for Building Department plan check:
 - a. Two (2) complete sets of building plans with three (3) plot plans, and one additional floor plan.
 - b. Two (2) copies of all calculations (that are applicable):
 - (1) Structural
 - (2) Energy
 - (3) Truss
 - c. Water will-serve letter (if required) to be submitted to Environmental Health.
4. Building permits will only be issued to owners of the property, licensed contractors or their authorized agents.
5. If you are in a subdivision, check with the homeowners association for any deed restrictions that may affect your project.
6. Pre-plan your project. Talk to the various land development departments about what their specific requirements will be on your project before you submit your application. If you have a problem or questions, ask for help.

PLEASE NOTE THAT THE BUILDING DEPARTMENT CAN ONLY ISSUE BUILDING PERMITS TO OWNERS OF THE PROPERTY OR THEIR AUTHORIZED AGENT WITH AN OWNER-BUILDER VERIFICATION FORM ON FILE IN THAT OFFICE; OR A LICENSED CONTRACTOR/ AUTHORIZED AGENT WHO HAVE CURRENT STATE AND COUNTY LICENSES AND PROOF OF A CURRENT CERTIFICATE OF WORKER'S COMPENSATION (IF APPLICABLE).

PLEASE NOTE THAT THE COPY WE HAND OUT TO THE PUBLIC INCLUDES ATTACHMENTS FOR THE DRIVEWAY REQUIREMENTS AND PLOT PLAN REQUIREMENTS. UNFORTUNATELY, THESE HAVE GRAPHICS THAT AREN'T ON THE COMPUTER AT THIS TIME.